

VACANCY NOTICE

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>MANAGEMENT ASSISTANCE SPVR</u>		CLASSIFICATION CODE: <u>02704700</u>	
	SALARY RANGE: <u>\$53290-\$60175 (03231A)</u>		REFERENCE POSITION NO. <u>2088-10000-60</u>	
	Department/Agency Name <u>Executive</u>		APPLICATION PERIOD: <u>9/7/10-9/13/10</u>	
	Division/Section/Unit: <u>RI Emergency Management Agency</u>		GRACE PERIOD ENDS: <u>9/16/10</u>	
	Assignment(s)/Comments <u>During Emergency situation work schedule may vary</u>			
	Shift and Days: <u>1st Monday thru Friday</u>		Job Location: <u>Command Readiness Center, Cranston, RI</u>	
	Restrictions/Limitations: <u>9/30/2011 (Limited to Federal Funding)</u>			
	Position Covered By Collective Bargaining Union Agreement <u>Yes</u>		<u>X</u> <u>No</u>	
	Name of Bargaining Unit Union: <u>LIUNA Laborer's 808</u>			
	There is <u> </u> is not <u>XXX</u> a Civil Service List for this position		<u>See A/B or Both for Specific Instructions</u>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.				
General Information to Candidate	INSTRUCTIONS:			
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	Most Important - Please include the following information:			
	• The title of the position for which you are applying		• Name of department where you are currently employed	
	• Title of your present position and date you entered it		• Your business telephone number	
	• Date you entered State service		• Present Union Affiliations	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.			
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:			
• Reasonable Accommodations:				
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.				
• Medical Information:				
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).				
Statement of Duties	DUTIES / RESPONSIBILITIES: (Class spec will be furnished upon request)			
	To assist in the direction and supervision of a statewide program of technical research work and analyses in connection with departmental or agency administrative policy, methods, procedural, organizational and operational studies for the purpose of securing greater efficiency and economy; will serve as subject matter expert in "all-hazards" planning; and to do related work as required.			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:			
	Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration; and Experience: Such as may have been gained through: considerable employment in a responsible technical position in the field of management and methods analysis which require supervisory experience. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirements: Subject to National Agency Check (NAC).			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:			
	Susan C. Jay Exec Military Staff/RIEMA 645 New London Avenue Cranston, RI 02920		Telephone #: <u>401-275-4648</u> Fax #: <u>No Faxes Please</u> TTY/TDD #: <u>TTY/TDD 7-1-1</u> (Telecommunication Device for the Deaf) Email: <u>susan.jay@us.army.mil</u>	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: MANAGEMENT ASSISTANCE SUPERVISOR

Class Code: 02704700

Pay Grade: 31A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the direction and supervision of a statewide program of technical research work and analyses in connection with departmental or agency administrative policy, methods, procedural, organizational and operational studies for the purpose of securing greater efficiency and economy; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of the Chief Office of Management Assistance with wide latitude for the exercise of independent judgement; work is reviewed upon completion for results obtained and conformance to prescribed policy and procedure.

SUPERVISION EXERCISED: To assist in planning and coordinating a statewide management and methods program and as required to exercise general day to day supervision over a technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in planning, organizing, coordinating and supervising the work of a staff engaged in a statewide program of departmental or agency management and methods analyses for the purpose of securing greater efficiency and economy involving such activities.

Performing responsible technical research work and analyses in connection with departmental or agency administrative policy, methods, procedural, organizational and operational studies of varying degree of complexity and the making of appropriate recommendations;

Conducting reviews of existing programs, methods, procedures and policies for the evaluation of their administration, objectives, efficiency, effectiveness, costs, and modern methods and the making of recommendations for the elimination or simplification, or consolidation or standardization of methods, procedures or policies and implementation of such changes in methods, procedures or policies;

Developing plans of organization for the administration of newly approved programs; examining, evaluating and offering recommendations on such programs and proposed policies, methods and procedures;

Developing of procedural or operational manuals with flow charts, functional charts or organization charts; the reviewing, refining, developing and designing of various forms;

Making of detailed current space utilization and projected space requirements of state agencies and the assisting in the apportionment and use of existing, or newly acquired, office space; the making of detailed recommendations covering the requirements of state agencies for office equipment and determining the priority of need and type to be purchased.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the theory, principles and practices of administrative management; a thorough knowledge of the organization of the Rhode Island

State government; a thorough knowledge of the principles and methods used in the collection, analysis, evaluation and presentation of findings relative to the effectiveness of departmental or agency administrative policies, methods and procedures, organization and operations; a thorough knowledge of the principles and methods and techniques applied in the standardization of administrative forms; a thorough knowledge of the principles and methods and techniques applied in making studies of current space utilization and projected space requirements of state departments or agencies and for the apportionment and use of existing or newly acquired space; a thorough knowledge of the principles, and methods and techniques applied in the approval of requirements of state departments or agencies for office equipment; the ability to plan, organize, coordinate and supervise and evaluate the work of analysts and clerical assistants engaged in the conduct of technical research work and analyses in a statewide management and methods analysis program; the ability to evaluate the effectiveness of such a program to secure greater departmental or agency efficiency and economy; the ability to direct and evaluate the preparation of technical reports and recommendations relating to such technical research work and analyses; the ability to establish and maintain effective working relationships with departmental and agency officials; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: considerable employment in a responsible technical position in the field of management and methods analysis which required supervisory experience in the making of comprehensive studies in connection with administrative policy, methods, procedural, organizational and operational studies for the purpose of securing greater efficiency and economy.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 13, 1985

Editorial Review: 3-15-2003